

# WITHDRAWAL FROM THE UNIVERSITY AND CLASS

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A student is permitted to drop a course without academic penalty up to and including approved dates published on the Registrar's website at [www.jsums.edu/registrar/](http://www.jsums.edu/registrar/) (<http://www.jsums.edu/registrar/>). After the deadline, a student may withdraw from a course with permission of the academic advisor at which time the student will receive a grade of "W". The withdraw grade ("W") will not lower the GPA, but may impact financial aid and an excessive record of withdrawals may reflect poorly on students' application for employment or graduate school.

A student completely withdrawing from the University prior to the deadline for dropping classes without academic penalty will not receive any grades. His or her record will reflect the date of the withdrawal. A student withdrawing after the deadline for dropping courses without academic penalty will receive a grade of "W". Any courses completed before the withdrawal is processed will be awarded grades on the official transcript.

A university transcript is a legal document that provides an accurate account of academic performance. Therefore, transcripts should only be altered if there is a compelling rationale for doing so.

A student who wishes to withdraw from the University during any academic term will begin the process by completing the Student Withdrawal Survey. To access the Student Withdrawal Survey through JSU PAWS, follow the steps below:

- Step 1 Visit the Jackson State University website at [www.jsums.edu](http://www.jsums.edu)
- Step 2 Click on PAWS located at the top of the page
- Step 3 Sign in using your PAWS User ID & PIN
- Step 4 Click on the Student tab and scroll down to the bottom of the page.
- Step 5 Click to complete the Withdrawal Survey
- Step 6 Complete the University Withdrawal Request Form Once the survey has been completed, the formal withdrawal process can begin by completing a withdrawal form and discussing your reasons regarding a withdrawal in the following locations:

Students Located On-Campus Residential and Commuters:  
University Academic Advisement Center H.T. Sampson Library, 2nd Floor 601-979-2127 [studentsuccess@jsums.edu](mailto:studentsuccess@jsums.edu) (<https://jsums-public.courseleaf.com/undergraduate/academic-regulations/withdrawal-university-class/studentsuccess@jsums.edu>)

Student Athletes: Tiger Center for Student-Athlete Development and Academic Services H.T. Sampson Library, 1st Floor 601-979-8880

Online Degree Students: JSUOnline [jsuonline@jsums.edu](mailto:jsuonline@jsums.edu) (<https://jsums-public.courseleaf.com/undergraduate/academic-regulations/withdrawal-university-class/jsuonline@jsums.edu>).edu 601-979-0779

Graduate Students: Graduate School Henry P. Jacobs Administration Building, 1st Floor 601-979-2455